



## MEMORANDUM

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** April 1, 2020

**Re:** Contract Approval for Northeastern Illinois Development Monitoring  
Database: Evaluation and Recommendation with GreatArc Technologies

---

---

CMAP's Northeastern Illinois Development Database (NDD) is a one-of-a-kind resource that tracks new development and redevelopment in northeast Illinois. It has been continuously maintained since its creation by the Northeastern Illinois Planning Commission in 1987.

While NDD was initially started to assist in providing near-term growth assumptions for long-range socioeconomic forecasts, it serves other functions within CMAP, including providing critical background information for Local Technical Assistance projects as well as being the primary source of data for the ON TO 2050 Infill Indicator. The NDD has evolved from a text-only database to a GIS-based product that allows for improved review and analysis of the data. Staff have also developed data-entry tools to speed up data entry and ensure data integrity. Database updates are informed by online subscription services such as CoStar as well as local news outlets and government websites. Also, while some outside parties have expressed interest in NDD, it is almost exclusively an in-house dataset.

CMAP RFP 234, "Northeastern Illinois Development Monitoring Database: Evaluation and Recommendation," was issued to engage a consultant to examine current workflows, information resources, and web-mapping technology and advise on how we may be able to make NDD more "real-time" and the data more accessible to outside parties through an online interface. This would allow for community planners in the region to not only have access to our data, but assist us in keeping it up-to-date.

### Review Process

The RFP was posted to the CMAP website on January 16, 2020, with notification also sent directly to seven local consulting firms. An online pre-bid information session was held on January 23. CMAP received a single response from GreatArc Technologies, Inc., partnering

with Scarfe Consulting, LLC. Both firms have extensive experience in geospatial technology and its application in various industries.

Since GreatArc was the only respondent, staff concluded that the traditional scoring process would not be as beneficial as an in-depth interview with pointed questions distributed to the vendor prior to the interview. Staff agreed that GreatArc met the minimum project selection criteria for the project:

- The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified in this scope of work.
- The quality and relevance of the examples of similar work.
- Cost to CMAP, including consideration of all project costs and per-hour costs.

#### **Recommendation for contractor selection**

After an extensive interview, the Project Selection Committee unanimously agreed to recommend that the partnership of **Great Arc Technologies, Inc.** and **Scarfe Consulting, LLC** be awarded as the vendors for the NDD Evaluation contract. Both firms have the requisite technical experience to quickly grasp current database structure and workflow as well as our vision for making our data Internet-accessible. While their subject matter expertise in the real estate sector is not strong, the team (in particular Scarfe Consulting) has demonstrated the ability to conduct similar needs assessments in industries ranging from facilities management to economic development.

It is recommended that the Board approve a contract with Great Arc Technologies/Scarfe Consulting for consulting services for the Northeastern Illinois Development Monitoring Database: Evaluation and Recommendation, at a cost not to exceed \$34,988.82. Support for this contract will be provided from the FY20 Operating grant.

ACTION REQUESTED: Approval



**MEMORANDUM**

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** April 1, 2020

**Re:** Contract Approval for Ancillary Office Furniture with Henricksen

CMAP is seeking ancillary office furniture, delivery and installation services, to furnish its new location at the “Old Post Office”, 433 West Van Buren, Chicago, IL 60607.

**Review Process**

An Invitation for Bid (IFB) was sent to multiple vendors and posted on the CMAP website on March 5, 2020. CMAP received proposals from four vendors: Corporate Concepts, Henricksen, SEAATS and Verde.

Proposals were reviewed by CMAP staff, staff from its project management consultant, Cresa and CMAP’s architectural firm, Wright Heerema. The criteria for selection included the following:

1. The vendor’s ability to match the design intent as indicated in the attached files
2. The manufacturer’s warranty length, and conditions
3. Cost to CMAP.

Table 1 shows the final score of each firm that submitted a completed response to the IFB.

**Table 1: Scoring**

Criteria	Maximum Points	Corporate Concepts	Henricksen	SEAATS	Verde
The vendor’s ability to match the design intent as indicated in the attached files	40	30.67	34.67	34.67	34.67
The manufacturer’s warranty length, and conditions	40	26.0	26.0	26.0	26.0

Criteria	Maximum Points	Corporate Concepts	Henricksen	SEAATS	Verde
Cost to CMAP	20	13.86 (\$585,759.87)	20.0 (\$405,919.54)	19.89 (\$408,076.00)	6.05 (\$1,341,278.00)
Total	100	70.53	80.67	80.56	66.72

**Recommendation for Ancillary Furniture Vendor selection**

Proposals were received from four furniture vendor teams, Corporate Concepts, Henricksen, SEAATS and Verde. All four of the vendors provided quality products and services that would meet CMAP’s requirements. However, three of the vendors, Corporate Concepts, Henricksen and Verde also provided alternate products to the base bid as an option for CMAP to reduce costs. The Wright Heerema team evaluated the alternate furniture products and made recommendations to the team on where CMAP could realize a cost savings. These recommendations were then factored into the overall cost score evaluations. Based on the selection of eleven alternate furniture options, Henricksen provided the lowest overall cost among the four vendors. Their response was consistent with the requested specifications and warranty requirements and, they included multiple alternate products for a price lower than the other three respondents.

It is recommended that the Board approve a contract with Henricksen and their recommended alternatives for ancillary furniture, at a cost not to exceed \$405,920. Support for this project will be provided by the FY20 Operating grant.

ACTION REQUESTED: Approval

###